Class Development Worksheet

Instructor Information

Name: ________________________________  Address: __________________________________________

Phone: ________________________________  City, State Zip: ____________________________________

Email: ________________________________  Website, social media: ______________________________

Class Information

Class Name: ____________________________________________

Requested Instructional Fee: ____________________________  Suggested Class Price: __________________________

Class Duration: ____________________________  Skill Level: ___ Beginner  ___ Intermediate  ___ Advanced

Minimum Enrollment: ____________________________  Maximum Enrollment: ____________________________

Special Accommodations (specific setup, equipment, etc.):


Class Overview

This is the starting point for how we describe the class to customers. Be descriptive – you’re selling this class to prospective students.

Class Details

Primary Skills Taught in this Class


Last Updated: May 16, 2019
**Class Prerequisites**

“To get the most from this class, these are important skills and abilities to have so the instructor can focus on the curriculum above. You don’t have to be a master, but it’s best to have reasonable confidence in these skills. We can help refine these skills in class if needed, but we likely won’t have time to teach them from scratch. When in doubt - ask!”

**Tool List**

The following tools are **required** in order to fully participate in the class:

The following tools are **optional**, but encouraged:

**Materials**

- Will the instructor provide materials?
- Can students bring their own?
- Are there material choices?
- Do we need to collect information at registration related to student material choices?

**Class Promotion**

Local and/or regional groups related to this skill area:

Related publications and/or newsletters:

Online forums, Facebook groups, websites, social media we can connect with:
Would you be interested in writing about your skill area, for publication on our website?
Can you provide photos or videos of the project or skills taught in this class?
Are you able to provide photos or videos demonstrating brief techniques, designs, etc. about this skill area in general?

Instructor References
If you are a new instructor, please provide three references who would be willing to speak with us and your demonstrated skill, knowledge, and teaching capabilities.

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Internal Use Only
Date approved by Executive Director:

Student Price:

Instructor Fee:

Date published online: